




Existing users will select and apply education, jobs, and training from "existing lists" as opposed to New Users who will be "Adding". Click the **Edit** link.

**NOTE: Information previously entered in ACMIS has not been lost. All data has been moved to the new environment.**

An existing user that does not want to enter information to actually get a certification approved for FAC-C or FAC-P/PM can select to enter Continuous Learning for these areas.

## STEP 1



ACMIS  
Acquisition Career Management Information System

Education: Degrees Step 1 of 6

Add your completed degrees by clicking the Add button. When you are done adding your degrees, click the Save and Continue button.

Apply	Education Level	Major Field of Study	Degree Year	Actions
<input checked="" type="checkbox"/>	MASTERS DEGREE	Business, General	1982	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	BACHELOR'S DEGREE	History, General	1972	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Not Specified	Not Specified		<a href="#">View</a> <a href="#">Edit</a>
				<a href="#">Add</a>

[Save](#) [Cancel](#) [Save and Continue](#) [Save and Go to Summary](#)

Select the education /training that you wish you apply to the level of certification and click the **Save and Continue** button.

## STEP 2

ACMIS  
Acquisition Career Management Information System

### FAC-P/PM Career Experience Step 2 of 6

ADD

My Information:  
Change My Password  
My Record Changes  
My Administrators  
Analysis and Reports

HAVING DIFFICULTIES WITH ACCESS?  
Email Questions to us or call (703) 609-2300.

Add your jobs related to acquisition by clicking the **Add** button. In the **Months** column, enter the amount of time (in months) that job provided in contracting experience.

When you are done adding jobs, click the **Save and Continue** button.

Requirement:  
Entry Level: 3 year of contracting experience  
Mid-Level: 2 years of contracting experience  
Senior Level: 4 years of contracting experience

Current Job	Occupation	Agency	Months	Actions
	PROGRAM MANAGEMENT	GENERAL SERVICES ADMINISTRATION	<input type="text"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
✓	PROGRAM MANAGEMENT	GENERAL SERVICES ADMINISTRATION	60	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Add"/>

Add related jobs by clicking the **Add** button. Enter the amount of time the selected job provided contracting experience in the data entry filed in the **Months** column. Click the **Save and Continue** button.

## STEP 3

Step 3 is the entire process of Adding Training to the Certification. That process is a 4 screen mini-wizard:

- 1<sup>st</sup> screen shows the different Training Level requirements
- 2<sup>nd</sup> screen requires the user to select whether he/she is adding a Training Course or an Activity
- 3<sup>rd</sup> screen is where you actually apply one of your existing courses or add a new one.
- 4<sup>th</sup> screen is the Summary screen

All four screens are part of the overall “Step 3 of 6”.



# ACMIS

Acquisition Career Management Information System

## FAC-P/PM Training

Step 3 of 6

**MENU**

**My Information**

- Change My Password
- My Record Changes
- My Administrators

**Analysis and Reports**

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**HAVING DIFFICULTIES WITH ACMIS?**

Email [Questions@fai.gov](mailto:Questions@fai.gov) or call (703) 805-2300.

Click the *Add/Edit* link next to each mandatory training course you have completed. After adding your relevant training information, the system will mark the course as completed.

### Requirement

**Mandatory Training** *A candidate must meet the training requirements by taking DAU training, DAU-equivalent courses, or through fulfillment.*

After entering your training courses, click the *Save and Continue* button.

### Entry Level

- Basic Acquisition I [Add/Edit](#)
- Project Management I [Add/Edit](#)
- Leadership and Interpersonal Skills I [Add/Edit](#)
- Government Specific I [Add/Edit](#)

Selecting the **Add/Edit** button will launch the Add Training Wizard.

### Add Training

Attach training to the FAC-P/PM to meet all mandatory training requirements

- Select whether you wish to use a training course or an activity.
- Select whether you wish to add a new training or select from a list of training you previously entered into ACMIS.
- Click the next button.

**Would you like to attach a training course or activity?** *(Required)*

- Training Course**  
A training course that you have taken
- Other Activity**  
An activity in which you participated

**Select a method of fulfilling this mandatory training** *(Required)*

- Add a new training
- Select from your existing training**

Select the **Training Course** radio button, **Select from your existing training** radio button and click **Next** to see the list of training courses that you have already taken.





